

FireSmart Hazardous Fuels Treatment

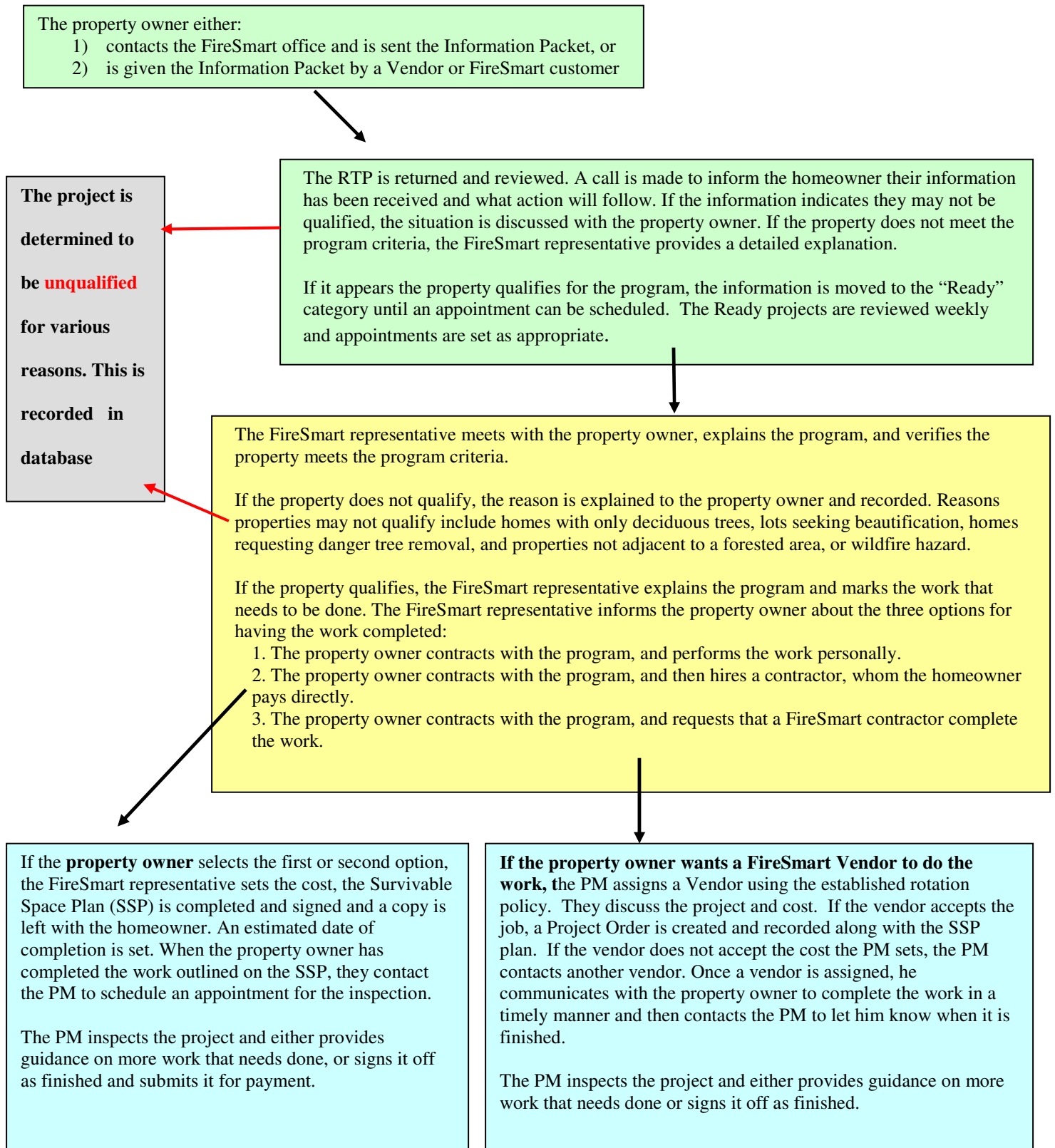
In order to effectively manage a program of this magnitude with so many people involved, it is necessary to have an orderly system with specific steps. However, the key to the success of the program is to be flexible enough within that system to respond to the individual needs of each Property owner, as well as the needs and abilities of the various contractors.

The attached flowchart shows the systematic process, which has been developed to achieve the goals of the program in a timely and cost effective manner. What cannot be shown on a flow chart is the personal touch that is critical throughout the process. The overall goal and intent of the program is to reduce hazardous to protect homes and property, and promote forest health. In order to meet this goal, it is necessary to use flexibility to meet the needs of the individual Property owner. Property owners can be very emotional regarding their home and property. On one end of the spectrum is the Property owner who was devastated by a fire when he was a child and now wants every piece of vegetation within 100' of his home removed (which does not leave an aesthetically pleasing example of FireSmart work). The other extreme – which is more common – is the Property owner who treasures every tree and does not want any more than necessary removed; this has even caused tears. Additionally, many of the FireSmart customers are elderly. Some are easily confused and are skeptical of the program. Numerous personal visits are needed with these people to assure them their treasured home will not be harmed by the FireSmart work.

TERMS AND DEFINITIONS:

- **FireSmart representative:** FireSmart PM or Assistant PM (This term does not include the FireSmart vendors)
- **PM:** Project Manager
- **Vendor or Contractor:** Contractors who are on the current FireSmart Vendor list
- **SSP or Property owner Contract:** The SSP is the contract the Property owner and FireSmart representative sign.(appendix XXX)
- **Project Order:** The part of the Vendor contract, which is the daily working tool for Hazardous Fuels Treatment. (appendix XX)
- **RTP:** Request To Participate form
- **HFT:** Hazardous Fuels Treatment
- **Survivable space:** A minimum 100' radius area around a home created to significantly reduce danger from wildfire
- **PAC:** Panhandle Area Council
- **DBH:** Diameter Breast Height (4.5 feet from ground level, uphill side on slope)

FIRESMART HAZARDOUS FUELS REDUCTION PROCESS



THE FIRESMART PROCESS FLOWCHART

People hear about the program in a variety of ways, such as through newspaper article, from an acquaintance or a vendor, or from a FireSmart sign. No matter how the property owner finds out about the FireSmart program, once they do, the contact sets a series of steps into motion as outlined on the attached flow chart and explained below.

INITIAL CONTACT

The property owner contacts the office for information. (24 hr phone # (208) 772-6704
email: larryissi@adelphia.net / loribarnes@nwdynamics.net)

When community members call for information, they are either greeted by the FireSmart representative, or connected to the recorded message that invites them to leave their name, address and phone number so that an information packet can be mailed to them. Occasionally callers have inaccurate information about the program— such as it replace cedar shake roofs— and through conversation with them it is determined they are not qualified for the program. Their call is still documented.

- The property owners are sent the Information Packet which includes a cover Letter, Frequently Asked Questions (FAQ), and Request to Participate (RTP) form (appendix XX)). The property owner's information is entered into the database and categorized as "*Sent Information*". (Appendix __Project Summary Report.)
- Information packets are sent out at least twice a week.

THE REQUEST TO PARTICIPATE (RTP) FORM IS RETURNED

- When the PM receives the RTP, it is reviewed and appropriate action taken.
- A call is made to inform the Property owner their information has been received and what action will follow.
 - If the information indicates they may not be qualified, the situation is discussed with the property owner. If the property does not meet the program criteria, the FireSmart representative provides a detailed explanation. This often results in better understanding, along with referrals of friends and neighbors who are qualified. All information is updated in the database regardless of qualification.
- If it appears the property qualifies for the program, the information is moved to the "Ready" category until an appointment can be scheduled.
- When practical, appointments are scheduled in geographical blocks. Neighborhood groups and Property owner Associations lend themselves to this system.
- The *Ready* projects are reviewed weekly, and appointments are set as appropriate.

DEVELOPMENT OF THE SURVIVABLE SPACE PLAN (SSP) WITH THE PROPERTY OWNER

The FireSmart representative meets with the property owner, explains the program, and verifies the property meets the program criteria.

- If the property does not qualify, the reason is explained to the property owner and recorded. Reasons properties may not qualify include homes with only deciduous trees, lots needing beautification, homes requesting danger tree removal, and

properties not adjacent to a forested area, or wildfire hazard.

- If the property qualifies, the FireSmart representative explains the purpose of the program is to help them learn how to protect their property by creating a survivable space, which they will need to maintain in the future. They are told this will include reduction of hazardous fuels from around structures, along with recommendations for additional actions they can take to protect their home from wildfires now and in the future.

Marking the Project Order Site

The FireSmart representative marks the perimeter (generally a 100' radius around the home) with pink ribbon. He then explains what needs to be done in the following areas:

1. **Treatment of brush:** The FireSmart representative will show an example of the type of brush that will be removed, i.e., ninebark and ocean spray, and what is not to be removed, i.e. wild rose bushes.
Some shrubs may be left to provide screening from roads or adjacent properties. Appendix ? shows examples of these shrubs, and identification information. Shrub clumps may be cleared of dead areas, or treated to produce a healthier, more fire resistant plant. Only brush taller than 2 feet is required to be removed – we do not mow lawns or weeds. (Unless otherwise noted, “treat brush” indicates the plant should be cut as close to the ground as possible.) The contract states: *“Treat all brush taller than 2 feet.”*
2. **Removal of conifer trees:** The FireSmart representative takes into consideration the location of the trees on the property, as well as the wishes of the property owner – as long as the end result is an effective survivable space. This is often a sensitive subject for property owners. It is explained that the goal is to have at least 10' of space between the crowns of adolescent and mature trees to stop fire from spreading through the crowns. Smaller trees may be spaced closer, but may be removed sometime in the future after dominant individuals have identified themselves. The FireSmart representative explains why certain trees were selected to be removed, such as crowding, health, beetles, blister rust and root rot. The FireSmart representative also talks with the property owner about forest health and why certain trees – listed below – are preferable to leave.
 - Ponderosa Pine
 - White Pine / Larch
 - Douglas Fir
 - Healthiest of all other trees
 - Snags left for wildlife habitat

The contract states: *“treat trees by cutting all conifers less than 5" dbh unless marked in blue - sample or totally marked. Cut conifers larger than 5" dbh, marked in white-sample or totally marked.”*

- Trees may be marked with ribbon or paint.
- Leave trees may also be marked at ground level as a means to check compliance with the project order.
- “Sample” is a small area where the markings reflect the work to be done on the entire site. This is used, for example, when a site consists of large sections

of dense, small trees or brush, where individual marking would be inefficient and unnecessary.

- Totally marked indicates everything on the site has been marked to cut or leave.
3. **Pruning of trees:** Mature trees are pruned to have a space of about 10' from the ground to the lowest limb. This is measured from the lowest hanging point of the limb, not where the limb meets the trunk. It is explained to the property owner that fire uses low hanging limbs, or other debris, as a conduit, "laddering", to gain entry into the tree crowns, or to the roof of a house. Young trees are pruned to approx. 1/3 their height.
- *The contract states: "Prune remaining trees up to 10 feet or 1/3 of their total height, whichever is less."*
4. **Treatment of stumps and slash:** It is important for the stumps to be cut as close to ground level as possible in order for the property owner to be able to use a brush hog or similar machinery to maintain the area in the future.

Slash is the by-product of the HFT activity. Any slash 3" in diameter or greater, is left for disposal by the property owner. (e.g. logs) Slash less than 3" diameter (e.g. limbs removed from the logs) is treated in one of the ways noted below.

- If the slash can be safely piled and left to be burned by the property owner, that is the preferred and most economical method of disposal. Slash is placed in piles for the property owner to burn. It is the responsibility of the property owner to obtain any necessary burning permits. The piles are carefully located in open areas where the heat from their combustion will not harm nearby trees.
- Slash piles should be carefully constructed (loaf shaped is best) to promote compaction. On inclines, stems should be placed to lay up and down hill to prevent rolling during burning. Fine fuels should be at the bottom, heavier fuels on top, which also helps with compaction.
- Piles should be located on clear ground, (no stumps) away from buildings, trees and shrubs. Proximity to roadways should also be considered. (Smoke may obstruct roads and asphalt can melt.) Overhead clearance is also important, do not build piles under powerlines. Piles constructed on an incline, in a clearing surrounded by trees, should be located toward the bottom of the slope.
- Chipping may be used instead of piling in the following situations:
 - No safe place for the slash piles
 - Slash pile areas are too far from the HFT area
 - The property owner is not physically able to burn the piles
- The "lop and scatter" (Remove small branches and stems from slash larger than 3" in diameter, then scatter the debris evenly on the ground.) method may also be used.

The contract states: "Cut stumps as low as possible. Treat the slash created, which is less than 3" in diameter as follows:" Specifics are noted on the contract.

5. **Special circumstances:** Sometimes there are special circumstances which require unique solutions, perhaps a favorite tree, odd shaped lot, dangerous trees (generally hanging over the house) or power lines. The FireSmart representative works with the property owner to determine the best way to both protect the home and honor the owner's concerns. If an agreement cannot be reached, the project is dropped. Special circumstances must be handled with flexibility. For example:

- A favorite tree near the house would become an extension of the house and mitigation is done from the tree out.

Dangerous trees are identified to the property owner, but will not be removed as part of the FireSmart program. These are the kind of trees that lean over the house.

Complete the SSP Contract with the Property Owner

The FireSmart representative works with the property owner to complete the SSP with the information listed below, (Appendix __) Basic identification information is recorded, including:

- The number of acres to be treated and number of structures protected are noted.
- A series of check boxes provide basic information about the topography and hazardous fuels to be treated. Additionally, unusual or extremely difficult activities are noted here.
- Basic treatment instructions are preprinted in the Contractual Instructions block. Additional or unusual directions can be added by hand.
- Recommendations are made to the property owner, for example, removing junipers next to the house, screening low decks, better signing needed or cleaning gutters clogged with pine needles.

The FireSmart representative informs the property owner about the three options for having the work completed:

1. The property owner contracts with the program, and performs the work themselves.
2. The property owner contracts with the program, and then hires a contractor, whom the homeowner pays directly.
3. The property owner contracts with the program, and requests that a FireSmart contractor complete the work.

PROPERTY OWNER DOES THE WORK

If the property owner selects the first or second option, the FireSmart representative checks the appropriate box and enters the cost. This is a lump sum based on the cost per man-hour rate scale established by the Vendor Request for Quotes. Once the FireSmart representative and property owner agree upon the work to be done and the cost, the SSP is completed and signed, and a copy is left with the property owner. An estimated date of completion is set. The property owner is invited to call with questions or concerns, and instructed to contact the PM when ready for the site inspection.

When the property owner has completed the work outlined on the SSP, they contact the PM to schedule an appointment for the inspection. To the extent possible, the inspection should take place with the property owner present.

- The PM examines the site and insures the work has been completed in accordance with the SSP. If everything is in compliance, the PM signs the *inspection complete* line on the

bottom of the SSP and submits it, along with a completed W-9 and an appropriate invoice (the Property Owner Payment Request form may be used) for payment.

- If the PM does not feel the work has been completed in accordance with the SSP, the PM will note any deficiencies on the SSP, and explain to the property owner what actions need to be taken. A time frame will be agreed upon for the property owner to complete the work and contact the PM for an additional inspection.
 - If the Property owner and PM cannot come to an agreement regarding the work, (there may have been a misunderstanding at project start, or the property owner has had a change of mind) the issue should be brought to the Steering Committee (and if necessary, consultation made with Kootenai County Legal Services) for final determination.

If the property owner contracts to do the work him or her self, but later asks to have a FireSmart contractor complete the job, the SSP must be amended. The change in who is performing the work can be documented in Section 1, Contractual Instructions. The property owner and PM must agree on the details, and both must initial and date the changes. If there is not sufficient room in the Section 1 box, a separate piece of paper may be used. This should be labeled “Addendum to:” and display the property owner information and Project Number. (An alphabetic identifier would be added to the Project Number, e.g.. #2210A.) The addendum should be attached to the original contract and submitted with the contract for payment.

If the property owner has accomplished a portion of the work, then asks to have the job completed by a FireSmart Vendor, the PM must determine the percentage of work complete, and calculate a pro-rated cost for the remainder of the work. The changes must be noted as an amendment (as detailed above). A Project Order is written for the vendor and should note the job is a completion of work begun by another party. Any changes to the original contract, must be agreed to by all parties, initialed (signed if the property owner prefers) and dated.

If partial payment is to be made to a property owner, the reason the payment is partial should be stated on the invoice. (The original contract documents are still used and submitted with the invoice.) Regardless of the number of Vendors/property owners on one job site, the contract is not closed, nor payment made until the entire Project Order is complete.

VENDOR DOES THE WORK

If the property owner wants a FireSmart contractor to do the work – which is the most common choice – the following procedure is used.

Assignment of Projects Using the Vendor Rotation Policy (Appendix)

The PM works closely with the vendors to insure all vendors are working to their full capacity within the jobs available at any point in time. The PM maintains a record of all vendor activities. This record includes a Contact Log (record of weekly contacts), vendor capabilities, assignments, and any problems – along with the resolution.

There is room within the official policy for flexibility and use of personal discretion by the PM. Vendors who have demonstrated the ability to manage several projects at once, may be assigned a number of sites in the same geographic area. Being able to move from one site directly to the next (in close proximity) is an efficient and cost effective use of resources.

- Vendors who offer specialty services: tree climbing, chipping, heavy equipment, may request they only be assigned to those types of projects.
- If there are Vendors waiting for assignments, jobs will be assigned singly, or occasionally in small groups, if that is most cost efficient for the program. No vendor is assigned multiple projects if another vendor is available, qualified and waiting for an assignment.
- If the first project order on the list requires chipping, and the first available Vendor cannot chip, the job would be offered to the next Vendor on the list who could provide all of the required activities. The Vendor who was passed over, would then be offered the next available project for which they are qualified.
- Vendors may distribute program information in areas where they are working. Assignment of Project Orders generated by Vendor publicity are still subject to the Rotation Policy.

It is the Vendor's responsibility to contact the property owner, and schedule time for the work. When the job is complete, the Vendor contacts the PM to schedule an inspection. The PM examines the site and insures that the work has been completed in accordance with the SSP.

- If everything is in compliance with the contract and has been completed in accordance with the SSP, the PM signs both the SSP and Project Order. The contractor submits an invoice to the PM. The PM submits the original SSP, PO and invoice to PAC for processing and payment.
- If the PM does not feel the work has been completed in accordance with the SSP, the PM will note any deficiencies on the Project Order and explain what actions need to be taken. An agreed upon time frame will be set for the Vendor to complete the work and contact the PM for an additional inspection.

Vendors have been encouraged (this is not mandatory) to use email to communicate with the Project Manager. Cell phones are not accessible everywhere in the county.

BIG PROJECTS

When possible, the FireSmart program treats blocks of acres to provide larger and more effective firebreaks and protection areas. These might consist of a firebreak surrounding a housing development or even a town, a "straight" firebreak between hazard areas, or "daylighting" roads to increase access and visibility.

Larger projects follow the same general procedures as individual projects:

1. The property owners(s) are provided information on the purpose and benefits of the FireSmart work, along with a proposal on what work could be done by FireSmart and how that would benefit the property owner(s).

If the property owner is a governmental agency or a Property owner group, this may include presentations to community groups or elected bodies, and perhaps tours of the area where the work is to be conducted. The property owner who is working with the FireSmart PM is asked to assume the responsibility of coordinating communications with other property owners, and organizing meetings and

distribution of materials.

2. Depending on the complexity and technical specifications of the proposed job, the PM may submit a written proposal to the Steering Committee prior to contracting with the property owners.
3. A SSP is prepared, which details the work to be done.
4. The property owners(s) must approve the project and sign the SSP.
5. The PM determines the appropriate cost for the project, completes the Project Order and assigns one or more vendors to do the work.
6. The work is inspected and action taken in the same manner as on individual projects.
7. On large fuel breaks, which protect more than one person's property, special arrangements may be made for burning slash piles.

Note: Proposals for projects on land other than private property (i.e. Tubbs Hill) should be submitted to the Steering Committee prior to contract execution.

State funds may not be used to treat Federal Land. Work on Indian Reservations may be completed, if the property meets the designation requirements. These types of projects should be evaluated individually.

Problem Resolution Procedures

All program participants are welcome to offer comments and suggestions relating to the program. Vendors will be asked to evaluate the program annually, prior to the open period. Vendors may also be contacted periodically and at random by LEPC representatives.

The procedures to offer comments, suggestions or to file a complaint are provided to the Vendors with their contract documents and to the property owners in the Follow-up/Maintenance Packet.

Those items should be submitted to:

Kootenai County Local Emergency Planning Committee
P.O. Box 9000
Coeur d'Alene, ID 83816-9000
(208) 446-1779

Vendors

Vendors are provided with a list of Performance Measures at the time of contracting. Vendors who disregard these instructions are subject to removal from the Program. Reasons for, and the process to terminate a Vendor are provided in the Vendor's Contract. (Appendix ---) As the contracting agency, only the LEPC has the authority to terminate a Vendor Contract. The PM may request termination of a vendor and may use his discretion to halt work while waiting for a determination from the LEPC.

Should the PM feel contract termination is warranted, he/she should make the request in writing to the LEPC. The request should state the reason termination is being requested, and include documentation to support the request.

If the PM requests a Vendor be terminated, the Vendor will be given an opportunity to respond to the PM's statement and termination request.

If a Vendor feels, for whatever reason, that they have not been treated fairly, and normal face-to-face communication has failed to alleviate the problem, they have the following recourses available:

- Vendor may submit a written statement to the PM, explaining the concern, and requesting action to remedy the problem. This should be carbon copied to the LEPC.
- Vendor may submit a written statement to the LEPC, explaining the concern, and requesting action to remedy the problem.
- Vendor may request a sit down meeting with representatives from the LEPC.

Property owner problems with vendor

During the contracting process, property owners are told to contact the PM if they have any problems or concerns with the Vendor or the work. The PM will document:

- The nature of the concern
- Persons involved
- Time/date/place
- Action taken
- Contact name/number for additional information

The Project Manager has the authority to direct a Vendor to cease work immediately if he feels the Vendor is operating in an unsafe manner, or putting lives or property at risk. Every attempt should be made to resolve problems in a positive, productive manner. Adjusting schedules, stating instructions in more detail or retraining may solve minor problems.

Vendor problems with property owner

Any problems or concerns the Vendor has with the property owner should be brought immediately to the PM's attention. If the Vendor has concerns regarding safety, ownership or property boundaries, they should cease work and report the matter to the PM.

Complaints about the Program can be reported to the PM, who will forward them to the LEPC, or may be made directly to the LEPC. Documentation should contain at least:

- The nature of the concern
- Persons involved
- Time/date/place
- Action taken
- Contact name/number for additional information

Record Keeping

Because of the complexity of this program, it is mandatory that all information be entered into a database. The entire FireSmart computer file is backed up every week. Copies of contracts and project orders are made and kept at the FireSmart office while the work is in progress. Once the job is completed, the original paperwork is submitted along with the invoice for payment.

- Information that is recorded and tracked includes:

Project Order Number	Telephone Number
Full name of property owner	Address (physical and mailing if different)
Status of the project	Who did the work
Date contract signed	Amount of contract

Number of acres treated
Number of buildings on site
Date Invoice submitted

Fire Protection District
Number of additional acres protected
GIS coordinates

- Before and after photographs are taken. Photos of completed projects can be used to illustrate expected results to new participants. It is also helpful to document interesting or unusual projects.
- The GIS coordinates are plotted to provide an overview map of activity throughout the county.
- Smaller maps, detailing individual properties are created for neighborhood (regional) projects, such as Armstrong Park.

Forms

Survivable Space Plan *a.k.a. Homeowner Contract*

The SSP is the legal contract between the LEPC and the property owner, **NO** work should be done on a property until the SSP is signed. This document includes the basic identification information on the property owner and property. It also includes language required by the funding agencies regarding Civil Rights, non-discrimination and the Forest Practice Act. The contract carries standard disclaimers regarding warranties and cancellation. Other crucial elements of the contract are the owner's permission to enter the property, owner's responsibility for boundary information and the agreement to maintain the treatment for a period of 10 years. .

Basic treatment instructions are preprinted in the Instructions block. Additional or unusual directions can be added by hand.

Recommendations to the property owner on additional things they can do to protect their property are also included.

If the property owner is doing the work themselves – or hiring a contractor – the agreed upon cost is written on the SSP.

The SSP is signed and dated by the FireSmart representative and the property owner.

The Project Order

This form has spaces to note special instructions when applicable. Special instructions can include: specific dates for completing the work, special circumstances such as pets or fragile plants, or logistical information such as where to place burn piles. Anytime the property owner makes a specific request, or the PM wants to ensure a particular outcome, the details should be noted as special instructions. The Survivable Space Plan and Project Order are contract documents. To incorporate instructions into a Vendor or Property Owners' contract the instructions **MUST** be written on the contract documents.

(Special instructions must be agreed to by all involved parties prior to signing the contracts. Special instructions added after contract signing, must be initialed and dated by all parties.)

Payment Request

Invoices should be legible, and complete. Returning invoices for correction may significantly delay payment.

All contracts used in the LEPC Wildfire Mitigation Project require the following information:

Invoice number

Invoice date

Project Order number (on FireSmart jobs)

Name & Address to which payment shall be made

Activities completed

Date of completion

Invoices are processed at least once a week.

Invoices are submitted to PAC on a weekly basis. The schedule for invoice submittal can be adjusted for periods of extremely heavy, or light activities.

Reports / Communications

Steering Committee

A Monthly report is provided to the Steering Committee at the beginning of each month. This report includes an Excel spread sheet showing all finished and active projects. A Steering Committee meeting is held monthly to review the information on the report and discuss other aspects of the program.

Additionally, communications are prepared as needed for internal and external use. This may include press releases, information for newsletters and newspaper articles, summaries and photo examples of projects for tours, along with information for the general public.

All communiqués for external use **MUST** be submitted to the appropriate entity – Steering Committee, Task Force, LEPC/Legal Services for review and approval, prior to public release. The LEPC will be informed of Media/Agency tours, interviews, etc., one week prior to the event or at schedule confirmation which ever is sooner.

Meetings attended occasionally or on an “as requested” basis include the following:

- Fire Chief’s Breakfast
- Fire Prevention Co-op
- WUI Task Force
- LEPC General Meeting

Inventory

The inventory is divided into two types of items:

Expendable – items which will be “consumed” during the normal course of business.

Non-expendable – items which may be used repeatedly, over the life of the project.

Expendable inventory may be items such as forms or flyers, which are developed and purchased specifically for the program, used once and replaced as needed.

Signs posted at job sites fall under this category, even though in theory, a single sign may be used in more than one location. Site Signs are tracked two ways. The unused portion of the inventory is stored in a safe location, the PM maintains a running count of signs available, and ensures the cache is secure. A location list of the posted signs is kept, updated monthly by the PM, with a copy forwarded to PAC for the historical record.

PM shirts are also recorded in this category because the multiple uses are all by one person, and the expectation is that a used garment would not be issued to another person.

The expendable inventory is appendix ____.

Non-expendable inventory consists of items, which may be used multiple times, for various purposes, and/or by numerous persons. Items purchased by the LEPC (including those items purchased by the PM for which the LEPC reimbursed the PM) are the property of the LEPC. Items purchased by the PM, at the PM's sole expense are the property of the PM, and not subject to the project inventory.

The following information is maintained for non-expendable items:

Inventory number	Description
Serial Number	Date of Purchase
Cost (purchase)	Source
Quantity	Property Location
Responsible Party	Use
Condition (updated at least yearly)	

Non-expendable inventory, Appendix ____

Loss, damage or theft of an inventory item should be reported to the LEPC as soon as possible.

Replacement or repair of an inventory item must be requested in writing, by the PM. Each instance will be treated on an individual basis. If the need is a result of normal usage or circumstance beyond the control of the PM, the LEPC will assess the request and determine the most effective and cost efficient remedy. Should loss or damage of equipment be deemed the result of careless, negligent or criminal behavior, the responsible party will be instructed to pay for the repair or replacement. Depending on circumstances, legal consequences may be pursued.

The inventory shall be updated anytime an inventory type item is purchased, and at the end of each calendar year.

Signs FireSmart signs shall be distributed throughout the project area by the Project Manager. The Project Manager shall place signs on a mixture of projects that are relevant to good advertising and intensive marketing.

- The Project Manager will use his best judgment when signing projects. Properties which display obvious fire risks should not be signed.
- Signs will not be placed on a project if the property owner does not want a sign.
- Care will be taken not to damage trees or property during the placement of signs.
- Signs remain the property of the LEPC and may be removed at the discretion of the program.

- Signs may be augmented with stickers or add-ons at the discretion of the LEPC.
- Damaged signs may be replaced or permanently removed at the discretion of the Project Manager. Damaged signs will be recorded on the inventory form.
- Questionable situations will be addressed on an individual basis.

Vendors doing additional work for property owners

After the FireSmart work is complete, the property owner may contract separately with the Vendor for additional work. The Vendor contract specifically prohibits the contractor from entering into a private arrangement during the time they are performing FireSmart work.

Follow-up/Maintenance Packet

See attached “Maintaining fire resistive landscapes” brochure.